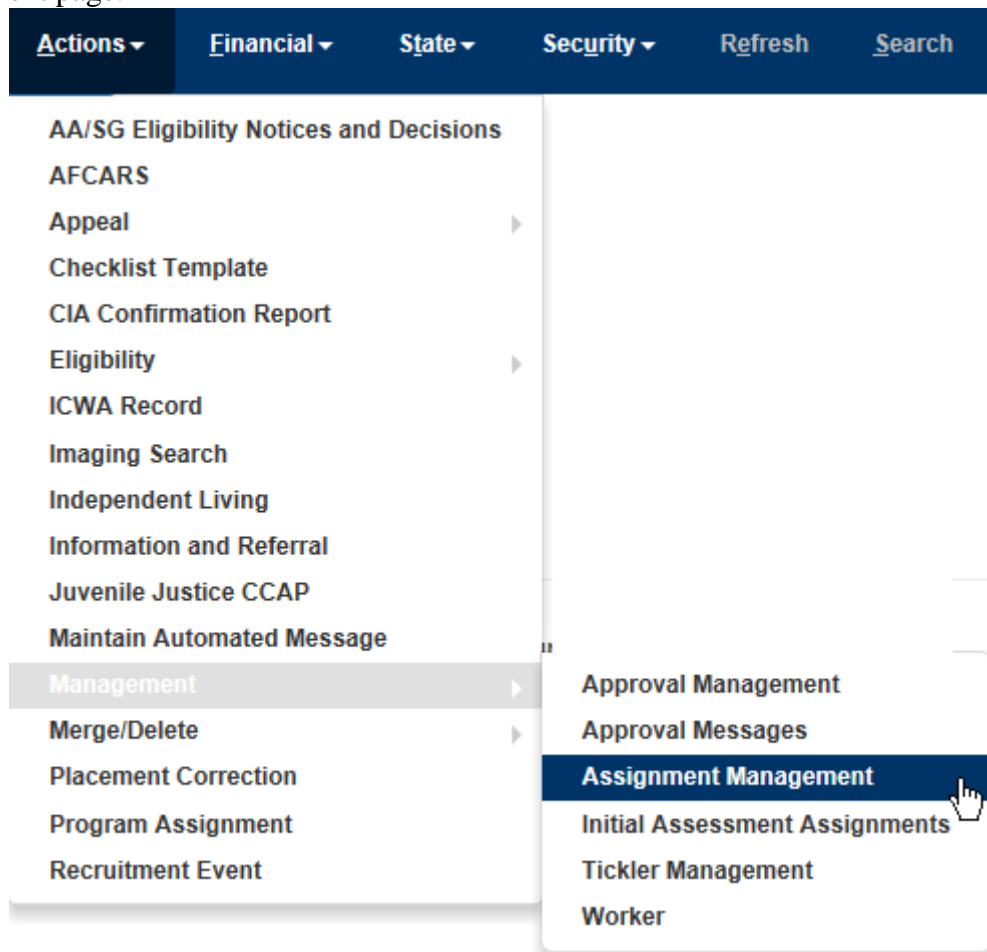


Assignment Management – Reassign by Case or by Provider

1. Click Actions > Management > Assignment Management. This will open the Assignment Management page.



2. On the Assignment Management page, the default is to reassign a case from a worker for the supervisor completing this work to another worker in eWiSACWIS. All of the following steps also apply to Reassign by Provider, just replace the word 'case' with 'provider' throughout the guide.

The screenshot shows a web browser window titled "Assignment Management - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links: "Refresh", "Print", "Spell Check", and "Help".

The main content area is divided into two columns. The left column, titled "Actions", contains two radio buttons: "Reassign" (which is selected) and "Close". The right column, titled "View By", contains three radio buttons: "Case" (selected), "Provider", and "Worker". To the right of these radio buttons are three dropdown menus labeled "Worker:", "Case:", and "Provider:", each with a downward arrow.

Below these columns is a large, empty rectangular box labeled "Assignments".

At the bottom of the main content area, there is a section titled "Select Assignee" containing a link labeled "Select Worker".

At the bottom right of the page, there are two buttons: "Save" and "Close".

The browser's status bar at the bottom shows "Done", a green checkmark icon, "Trusted sites", and a zoom level of "100%".

3. Select a worker and then select a case. This will display the current open assignments for the selected case. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down. If a row is italicized, it means that the piece of work is part of an active approval chain and will need to be finally approved before re-assignment.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- ☒ Reassign
- ☐ Close

View By

- ☒ Case
- ☐ Provider
- ☐ Worker

Worker:

Case:

Provider:

Record 1 to 4 of 4

Assignments

<input type="checkbox"/> Select All	Worker ▲	Participant	Type	Role	Reassign To
<input type="checkbox"/>	Cake, Caitlin		CPS Initial Assessment	Supervisor	Pending approvals exist
<input type="checkbox"/>	Door, Diane		Eligibility	Supervisor	
<input type="checkbox"/>	Fox, Frank		CPS Initial Assessment	Primary	Pending approvals exist
<input type="checkbox"/>	Fun, Fawn		CPS Ongoing	Secondary	

Select Assignee

[Select Worker](#)

Save Close

Done Internet 100%

- Select the assignment(s) you wish to reassign to a new worker, and then click the Select Worker link in the Select Assignee group box. Click on the underlined blue header columns to sort the data by Worker, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Worker last name.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions
☒ Reassign
☐ Close

View By
☒ Case
☐ Provider
☐ Worker

Worker:
 Case:
 Provider:

Record 1 to 4 of 4

Assignments

<input type="checkbox"/> Select All	<u>Worker</u> ▲	<u>Participant</u>	<u>Type</u>	<u>Role</u>	Reassign To
<input type="checkbox"/>	Cake, Caitlin		CPS Initial Assessment	Supervisor	Pending approvals exist
<input checked="" type="checkbox"/>	Door, Diane		Eligibility	Supervisor	
<input type="checkbox"/>	Fox, Frank		CPS Initial Assessment	Primary	Pending approvals exist
<input type="checkbox"/>	Fun, Fawn		CPS Ongoing	Secondary	

Select Assignee
[Select Worker](#)

Done Internet 100%

- The Select Worker for Reassignment page opens, showing the Workers for Supervisor view by default. Use the View By options on the right to find other workers in eWiSACWIS. Click the Select hyperlink next to the worker that will be assigned to this case and click Continue.

Select Worker for Reassignment -- Webpage Dialog

https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/CM02_CreateWorkerAssignment

eWiSACWIS Print Spell Check Help

Sort By: ☒ Name ☐ Position Title

Workers

[Select](#) Banana, Brendt WM:3 Safety Case Manager

[Select](#) Buffalo, Supervisor Director

[Select](#) Cake, Caitlin WM:6 Ongoing Supervisor

[Select](#) Clark, Supervisor WM:5 SW Supervisor CPS & JJ

[Select](#) Daisy, Dan OHC Licensor/Consultant

[Select](#) Default Worker, StateAdoption Adoption Case Worker

[Select](#) Door, Supervisor WM:0 Social Work Supervisor

[Select](#) Dunn, Supervisor Family Services Manager

[Select](#) Eclair, Etta WM:1.5 Ongoing Case Manager

[Select](#) FAST, Supervisor FAST Unit Supervisor

[Select](#) Florence, Supervisor Director

[Select](#) Florence, Worker Children-Family Social Worker

View By

☐ County/State

☐ Employing Entity

☐ My County

☐ Site/Office

☒ Workers for Supervisor

Selected Assignments

Worker	Participant	Type	Role
Door, Diane		Eligibility	Supervisor

[Continue](#) [Close](#)

https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/CM02_CreateWorkerAssignment Internet

- On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this case, repeat steps 4 and 5 above. When all reassignments are complete for this case, click the Save button.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

☒ Reassign
☐ Close

View By

☒ Case
☐ Provider
☐ Worker

Worker:

Case:

Provider:

Record 1 to 4 of 4

Assignments

<input type="checkbox"/> Select All	Worker ▲	Participant	Type	Role	Reassign To	
<input type="checkbox"/>	Cake, Caitlin		CPS Initial Assessment	Supervisor	Pending approvals exist	
<input checked="" type="checkbox"/>	Door, Diane		Eligibility	Supervisor	Banana, Brendt	Remove
<input type="checkbox"/>	Fox, Frank		CPS Initial Assessment	Primary	Pending approvals exist	
<input type="checkbox"/>	Fun, Fawn		CPS Ongoing	Secondary		

Select Assignee

[Select Worker](#)

Done Internet 100%

7. The Assignment Management page refreshes and the reassigned assignments are no longer displayed. Click Close to return to your desktop.

Assignment Management - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/CM02_AsgnmntMgt.do

eWiSACWIS Refresh Print Spell Check Help

Actions

- ☒ Reassign
- ☐ Close

View By

- ☒ Case
- ☐ Provider
- ☐ Worker

Worker:

Case:

Provider:

Assignments

<input type="checkbox"/> Select All	Worker ▲	Participant	Type	Role	Reassign To
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Select Assignee

[Select Worker](#)

Done Internet 100%